



MIAMIBEACH

**BUILDING DEPARTMENT**

1700 Convention Center Drive, 2<sup>nd</sup> Floor  
Miami Beach, FL, 33139

**CHANGE OF CONTRACTOR  
(INSTRUCTION SHEET)**

From **Previous General Contractor** to **New General Contractor**

**WILLING**

Use this packet if the General Contractor is  
**WILLING** to provide a letter of withdrawal

**Documents Required:**

1. **Work Permit Application** Signed By the Property Owner and the New Qualifier
2. **Change Of Contractor Hold Harmless Form**
  - A. Signed by the Owner and the new General Contractor / notarized.
2. **Letter of withdrawal from the existing contractor of record** wanting to no longer be responsible for the work being done for the project/permit or that he/she is aware of the change of contractor taking place. This letter must be on company letterhead, signed by qualifier & must be notarized to make it a legal document.
3. **Check** payable to the **City Of Miami Beach** in the amount of :
  - A. If work has taken place, the amount for a change of contractor is \$150.00.
  - B. If no work has taken place the amount for a change of contractor is \$115.00.

Change of contractor transferring permit

**FROM:**

General Contractor who has left the job and is willing to provide a letter.

**TO:**

Another General Contractor hired by the Property Owner.

**SAMPLE LETTER**  
**FROM GENERAL CONTRACTOR TO BUILDING OFFICIAL**

Date \_\_\_\_\_

Richard McConachie, Building Official  
Building Department  
City of Miami Beach  
1700 Convention Center Dr., 2<sup>nd</sup> Floor  
Miami Beach, FL 33139

Re: Permit # \_\_\_\_\_  
Address: \_\_\_\_\_

Dear Mr. McConachie:

I, \_\_\_\_\_, (qualifier) of \_\_\_\_\_ (company name)  
am notifying you that my company will no longer be the General Contractor for project /  
permit number \_\_\_\_\_.

Permit # \_\_\_\_\_ is still active, NOT EXPIRED.

I wish to withdraw from this job/permit because:

\_\_\_\_\_  
\_\_\_\_\_

I no longer want to be held responsible for work done at the above-mentioned address  
and have no objections to a change of contractor for this project/permit.

\_\_\_\_\_  
Qualifier's Signature

\_\_\_\_\_  
Printed Name

**STATE OF FLORIDA**

**COUNTY OF DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by:

\_\_\_\_\_  
Printed Name of Qualifier

[ ] Personally known to me; or [ ] Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(Seal)

***Please hand-deliver this letter to Administration.***

\_\_\_\_\_  
Received by: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



MIAMI BEACH

**BUILDING DEPARTMENT**

1700 Convention Center Drive, 2<sup>nd</sup> Floor  
Miami Beach, FL, 33139

**Change of Contractor Hold Harmless**

Re: Property located at \_\_\_\_\_

To whom it may concern:

As legal owner of subject property, I request a change of contractor for permit number \_\_\_\_\_ issued to \_\_\_\_\_ (name of previous permit holder) whose mailing address is \_\_\_\_\_. The permit was issued on \_\_\_\_\_ (date permit was issued). I am requesting a change of contractor for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

I no longer authorize the previous permit holder to proceed with the work covered by the permit.

I hereby authorize \_\_\_\_\_ (name of new contractor) to take over the permit to construct or complete the construction at subject property.

**I, the Property Owner, agree to hold the City of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.**

Very Truly Yours,

\_\_\_\_\_  
Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

**STATE OF FLORIDA**

**COUNTY OF DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by:

\_\_\_\_\_  
Printed Name of Applicant

[ ] Personally known to me; or [ ] Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(Seal)

## Change of Contractor Hold Harmless (cont'd)

Re: Property located at \_\_\_\_\_

Permit Number \_\_\_\_\_

I, the new Contractor, agree to hold the City Of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the change of contractor on the existing permit. I, furthermore assume responsibility for the entire scope of the permitted work, specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

\_\_\_\_\_  
Qualifier's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

The person, whose signature is above, deposes that he/she is the qualifier of the above property.

**STATE OF FLORIDA**

**COUNTY OF DADE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by:

\_\_\_\_\_  
Printed Name of Applicant

[ ] Personally known to me; or [ ] Produced Identification \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

(Seal)